

INSTRUCTIONS FOR CLAIMING UNEMPLOYMENT BENEFITS

Section 1 - Notice to Employer

YOU ARE REQUIRED, under section 6 (a) of the Unemployment Compensation Law of New Jersey and under Employment Security Rule N.J.A.C. 12:17-3.1 to fill in items 1 and 2, and to give this form to any worker who is separated (either permanently or temporarily) from work for any reason.

1. Employer Name and Address to which "Request for Wage and Separation Information" should be mailed:
2. New Jersey Employer Identification No.: _____
3. Employer Telephone No.: _____
4. Work Location (if different than above):

BC-10 (R-5-03) New Jersey Department of Labor - Unemployment Insurance

Section 2 - Notice to Worker

You may be able to apply for unemployment benefits on the Internet, 24 hours a day, seven days a week at:

www.njuifile.net

or you may telephone a Reemployment Call Center. Each Call Center serves areas of the state based on residential zip codes. If you call a Center that does not serve your home zip code, you will be provided with the telephone number of the correct Call Center.

Union City Call Center	(serves northeast NJ)	(201) 601-4100
Freehold Call Center	(serves northwest and central NJ)	(732) 761-2020
Cumberland Call Center	(serves southern NJ)	(856) 507-2340

Before you apply for benefits, please have available your Social Security number and the **complete** name, address, and telephone number of each employer you worked for in the past 18 months.

Workers Who Are Unemployed Due to a Vacation Shutdown: You should apply for unemployment benefits if you are receiving vacation pay in an amount less than your full-time wages, you have not refused any offer of suitable work for the vacation period, and you are ready and willing to work during the vacation period.